**Internship Application Form**

Please complete this application form and email it back to: Tilly.Okane@corbettkeeling.com

**Personal Information**

Name:

Date:

Address:

Email:

Mobile:

Date of Birth *(to confirm eligibility for this graduate internship)*:

Nationality *(for work eligibility purposes)*:

Languages Spoken Other Than English:

Are you legally entitled to work in the UK? Yes/No *(please delete as appropriate)*

**Education**

University Name:

University Degree Subject:

Most Recent Exam Grade:

Graduation Date:

Which Year at University Are You In:

School Name and Location:

Dates of Education:

A-Level Subjects and Grades:

GCSE Number and Grades:

**An Internship at Corbett Keeling**

Please answer the following questions:

1. What do you hope to achieve from an internship at Corbett Keeling?
2. What skills can you offer Corbett Keeling?
3. What do you envisage doing on a daily basis during your internship?
4. Work experience – relevant to your application to Corbett Keeling
5. Other work experience – not so relevant to your application to Corbett Keeling
6. Hobbies and interests *(optional)*
7. Have you discussed careers in Corporate Finance with anyone? If so, what advice did they give you as a first step into the industry?
8. What would you like to do when you graduate? We’re interested to hear your current goals, even if you’re still exploring options.

Preferred Dates for Internship:

Preferred Length of Internship:

Dates Available for Teams Interview:

Dates Available for Interview at Corbett Keeling Office in London:

**About Corbett Keeling**

Corbett Keeling is recognised as an “elite boutique” corporate finance firm. Our team consists of handpicked senior advisors and transaction professionals, many of whom began their careers at larger investment banks, Big 4 consultancies, or in industry, before realising they could best serve clients in a smaller, independent advisory setting.

Our clients are typically owner-managed, family-owned, or private equity-backed private companies with enterprise values ranging from £10m to £150m, as well as private and public companies of any size seeking to acquire or develop businesses within this lower- to mid-market range.

With a 30-year track record, we advise our clients on:

* selling businesses;
* building value through mergers and acquisitions; and
* raising capital.

Our primarily UK-based team of approximately 45 senior professionals, with a wealth of industry and advisory experience, brings together extensive sector expertise, deep knowledge of financial investors, and access to international buyers, all aimed at providing our clients with top-tier corporate finance advice.

Corbett Keeling is also a member of Globalscope, an alliance of 55 independent corporate finance firms that have collectively completed over 10,000 private company deals across 49 countries. This partnership provides our clients with access to a global network of more than 400 investment banking professionals and direct connections to over 5,000 private equity firms worldwide.

**Interns at Corbett Keeling**

Interns are welcomed as full members of the Corbett Keeling team. We operate a relatively flat structure, so you can expect to work with most team members at some stage during your time with us.

Depending on your experience to date, your projects may include:

* researching target clients in specific sectors;
* researching M&A transactions within a sector;
* updating the CRM (client relationship management) database;
* contributing to Corbett Keeling’s quarterly and bi-annual publications;
* preparing marketing materials and supporting events; and
* ensuring the office environment runs smoothly, including greeting guests.

Interns are paid the London Living Wage of £110.80 per day gross plus statutory holiday pay.

**The Selection Process**

Applicants should be in their second or final year of university or be recent graduates, and must be available for a minimum of six weeks. Competition for internships at Corbett Keeling is strong. While successful candidates often have a minimum of A\*AA at A level and may attend a Russell Group university, applicants from other universities are warmly encouraged to apply. Previous work experience – whether in hospitality, retail, or any role demonstrating drive and a strong work ethic – is also advantageous.

Applications for summer internships must be submitted by Friday, 24th January 2025.

1. **Application Deadline**: Friday, 24th January 2025.
2. **First Round Interview**: Selected applicants will be emailed to arrange a short interview on Teams, to be held between the week commencing 27th January and the week commencing 10th February 2025.
3. **Written Assessment**: Shortlisted candidates from the Teams interview will be invited to complete a written assessment during the week commencing 17th February 2025.
4. **Second Round Interview**: Candidates who successfully complete the assessment may be invited to an in-person interview at Corbett Keeling, held between the week commencing 17th March and the week commencing 24th March 2025.
5. **Offer Letters**: Final offers will be made to successful candidates during the week commencing 31st March 2025.

Please note that while every effort is made to adhere to the timeline, it may be subject to change. We appreciate your understanding and will keep all candidates informed of any adjustments.

**Programme Dates**
The Summer Internship Programme runs from June to September. Off-cycle internships are also available throughout the year. If you’re interested in an off-cycle internship, please email Tilly O’Kane to check availability.

**Privacy Notice**Corbett Keeling is committed to protecting your personal data. Information provided in this form will only be used for recruitment purposes and handled in compliance with GDPR. For more details, please refer to our [privacy policy](https://www.corbettkeeling.com/privacy-statement) on our website.

**Equal Opportunities**Corbett Keeling is committed to fostering a diverse and inclusive workplace. We welcome applications from candidates of all backgrounds and encourage you to apply if you meet the qualifications.